



EXECUTIVE REGULATION

No. 9-90

MONTGOMERY COUNTY FIRE AND RESCUE COMMISSION

EFFECTIVE DATE:

7/12/90

TITLE

PAGER CRITERIA POLICY

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Montgomery County Fire and Rescue Commission Regulation on:

PAGER CRITERIA POLICY

Issued by: Montgomery County Fire and Rescue Commission

Regulation No. 9-90

Authority: Code Section 21-4B(e)(3)

Supersedes: No previous policy

Council Review: Method (2) under Code Section 2A-15

Register Vol. 7, No. 4

Effective Date: July 12, 1990

SUMMARY:

The proposed regulation establishes a policy to ensure the application of fair and consistent criteria for issuing pagers to personnel of the fire and rescue service in Montgomery County. This policy provides procedures for requesting alert pagers, tracking issued pagers, and accomplishing the replacement and repair of pagers.

DEADLINES:

Montgomery County Register Comment: May 1, 1990

Montgomery County Fire Board Comment: Feb. 20, 1990

Department of Fire and Rescue Services Comment: Feb. 20, 1990

Fire and Rescue Corporations Comment: Feb. 20, 1990

ADDRESS:

All comments pertaining to the proposed regulation must be sent to Kevin P. Maloney, Chairman, Montgomery County Fire and Rescue Commission, 12th Floor, 101 Monroe Street, Rockville, MD 20850.

STAFF:

For further information, you may contact Steve Davis, Executive Director, Montgomery County Fire and Rescue Commission, on 217-2461.

BACKGROUND:

Electronic paging devices are an essential part of the emergency communications and notification system used to alert volunteer and career fire, rescue, and emergency medical service personnel to respond to emergency incidents. Certain administrative and other fire and rescue



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Corporation, Department, or Specialty Team personnel may also need to be alerted to report for service, or notified of other events. This proposed regulation establishes a policy to provide fair and equitable distribution of these paging devices to appropriate personnel. It also provides guidelines for the acquisition and maintenance of these devices.

Sec. 1. **Purpose.** This regulation establishes fair and consistent criteria for acquiring pagers and appropriate procedures for their assignment, maintenance, repair, and replacement.

Sec. 2. **Applicability.** This regulation applies to all fire and rescue Corporations, the Department of Fire and Rescue Services, and to Specialty Teams.

Sec. 3. **Definitions.**

- a. **Administrative Personnel.** Non-operational personnel who have a specific function in managing a Corporation or provide an essential service to the Department or a Specialty Team, which requires that they be notified of events. These individuals may include Corporation officers, board members, administrative personnel, key members of a ladies' auxiliary, mechanics, or other support personnel to the Corporation or Department such as clergy or physicians. They must be certified by their Corporation Chief, the Department Director, or their Specialty Team leader as being essential personnel requiring pager assignment.
- b. **Communications Division.** A division of the Department of Fire and Rescue Services whose responsibilities include the dispatch of emergency service personnel and apparatus.
- c. **Corporation.** A fire or rescue Corporation established in the County authorized to provide fire, rescue, or emergency medical services.
- d. **Department.** The Department of Fire and Rescue Services.



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- e. **Operations Personnel.** Individuals who actively provide fire suppression or emergency medical services with a Corporation, the Department, or a Specialty Team. These personnel are certified by the Corporation Fire Chief, the Department Director, or the Specialty Team leader.
- f. **Pager.** An analog or digital electronic signaling device and related equipment, including charger, external antenna, etc., used to alert or notify Corporation, Department, or Specialty Team personnel of an incident or event.
- g. **Specialty Team.** Any group of qualified individuals approved by the Fire and Rescue Commission to provide specialized assistance to fire and rescue departments and the County on incidents at which such expertise and equipment is not normally a capability of the responding units.

Sec. 4. **Policy.** It is the policy of the Fire and Rescue Commission to issue **paggers**, within budgetary constraints, to certified **administrative and operational personnel** to ensure that essential personnel are notified of incidents or events. This policy does not prohibit **Corporations** from purchasing additional **paggers** using **Corporation** funds.

Sec. 5. **Procedure.**

- a. **Pager Listing.** Each **Corporation**, the **Department**, and all **Specialty Teams** must maintain a current list of all **paggers** issued in their respective inventories. During January of each year, and whenever requested by the Commission, each **Corporation**, the **Department**, and the **Specialty Teams** must furnish a current list to the Commission of **paggers** and personnel to whom **paggers** are issued.
- b. **Requests for Paggers.** Requests for **paggers** and other items relating to **paggers** should be made during the Capital Improvements Program request process, through the **Communications Division**, which will review the requests and make recommendations to the Commission for approval.



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- c. **Distribution of Pagers.** Each **Corporation**, the **Department**, and the **Specialty Teams** will receive **paggers** based upon requests submitted to the **Communications Division** and approved by the Fire and Rescue Commission.
- d. **Replacement of Pagers.** **Pager** life and replacement cycle will be tracked by the **Communications Division**, and appropriate adjustments made to the Capital Improvements Program budget requests as necessary. Depending upon the **pager** type, the life span will be set by the Department of Information Systems and Telecommunications (DIST).
- e. **Repairs.** Damaged or defective **paggers** must be returned to the appropriate repair facility by the user **Corporation**, the **Department**, or the **Specialty Team**.
- f. **Lost or Stolen Pagers.** If a **pager** is lost or stolen, the user must complete a loss or theft report, along with a police report, if appropriate. The user **Corporation**, the **Department**, or the **Specialty Team** must also submit any necessary claims to the insurance carrier to replace a lost or stolen **pager**.
- g. **Spare Pagers.** Each **Corporation**, the **Department**, and the **Specialty Teams** will receive an allotment of spare **paggers** equal to ten percent of their total requirement to be used as maintenance spares and for assignment to new personnel.
- h. **Additional Pagers.** If additional **paggers** or other items related to **paggers** are needed during the fiscal year, the **Corporation**, the **Department**, or the **Specialty Team** must provide sufficient justification to the Commission. The **Communications Division** will maintain a pool of spare **paggers** for temporary or emergency issuance.

Sec. 6. **Responsibility.**

- a. The **Communications Division** is responsible for:
 - 1. reviewing **pager** requests and making budget recommendations to the Fire and Rescue Commission;
 - 2. tracking **pager** age and replacement programming;



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3. maintaining a pool of operating **paggers** for temporary issuance; and
 4. issuing additional and replacement **paggers** based on **Corporation**, **Department**, or **Specialty Team** alerting requirements.
- b. Each **Corporation**, the **Department**, and each **Specialty Team** is responsible for:
1. maintaining and furnishing to the Fire and Rescue Commission a current listing of all **paggers** and individuals to whom **paggers** are issued, including the information listed below.
 - A. For **paggers**:
 - i. serial number;
 - ii. whether original or replacement; and
 - iii. to whom assigned.
 - B. For users:
 - i. name;
 - ii. social security number;
 - iii. rank or title;
 - iv. whether administrative or operational; and
 - v. current status (activity level).
 2. ensuring the proper allocation and distribution of **paggers** and related equipment;
 3. determining the need for additional **paggers** and specific alerting requirements;
 4. monitoring the repair of damaged or defective **paggers**;
 5. monitoring the status and activity of personnel assigned **paggers** to determine their continued eligibility; and
 6. appointing a **pager** coordinator to ensure compliance with this policy, under the general supervision of the **Corporation** Chief, the **Department** Director, or the **Specialty Team** leader.



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c. **Corporation** members, **Department** employees, and **Specialty Team** members are responsible for:

1. proper use and care of issued **paggers**;
2. reporting the loss, damage, or theft of **paggers**; and
3. returning the **paggers** and related equipment at the request of the **Corporation, Department, or Specialty Team.**

d. The Department of Information Systems and Telecommunications is responsible for:

1. setting the **pager** life span;
2. resolving repair problems; and
3. procuring new and replacement communications equipment.

Sec. 7. **Severability.** If a court of final appeal holds that any part of this regulation is invalid, that ruling does not affect the validity of other parts of the regulation.

Sec. 8. **Effective Date.** This regulation is effective 30 days after Council adoption or 90 days after Council receipt if the Council takes no action within 60 days of its receipt.

Attest:

Kevin P. Maloney, Chairman
Fire and Rescue Commission

Date July 12, 1990

Pager criteria policy